	WorkFlow	Code	Date	Rev.	Owner
	<i>Data management at CRG Core Technologies</i>	FP-FM-010	20.07.2021	00	<i>Head of Core Technologies Programme</i>
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WORKFLOW

This document describes the services and the general procedure for data management across CRG Core Technologies and is part of the CRG RDM policy.

Transfer of data to/from users and CTs

Once the request or booking in Agendo <https://crg.agendoscience.com/> is approved, the folder associated with this request is automatically created in Nextcloud (the folder name consists of the request reference and number). This folder is permanently available to the request's owner and all intervenient of the request, along with the metadata.json file (see below).

The preferable mode of temporal transfer of data files among users and CTs is via the Nextcloud folders. All transferred files, except metadata.json, are subject of deletion upon the request's completion in one month.

Services


Metadata capture and storage

In Agendo, the request forms allow users to provide the following metadata associated with the request:

- * Experiment Name
- * User Name
- * Group Name
- * Institution
- * Official Project
- * Application Type
- * Sample Name (if applicable)
- * Sample Taxonomy (if applicable)
- * Sample Condition (if applicable)
- * Sample Replicate (if applicable)

Each unit collects and provides the parameters and details on the following processes whenever applied:

- * Sample preparation details
- * Instrument name
- * Data acquisition parameters
- * Data analysis details

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Upon the completion of the request, the file metadata.json is automatically generated in the Nextcloud folder associated with the request. All the above specified metadata are stored in that metadata file permanently.

Upload data to public repositories

CTs provide a general service (via Agendo) of uploading data to public repositories. Those repositories include, but are not limited to:

- For sequencing experiments: NCBI GEO, NCBI SRA, NCBI Genomes, EBI ArrayExpress.
- For proteomics experiments: EBI PRIDE.
- For flow cytometry experiments: <https://flowrepository.org/>
- For microscopy image datasets: Image Data Resource (IDR) <https://idr.openmicroscopy.org>